

AMERICAN EMBASSY MASERU VACANCY ANNOUNCEMENT

VA 05-12

May 4, 2012

OPEN TO: All interested candidates

POSITION: Special Projects Assistant

OPENING DATE: May 4, 2012

CLOSING DATE: May 18, 2012

WORK HOURS: Full time; 40 hours/week

SALARY: For persons Ordinarily Resident (OR*) in Lesotho: M 132, 738, per year (R11,061.50/month) starting salary, including allowances (position grade FSN-08).

APPLICANTS ORDINARILY RESIDENT (OR*) IN LESOTHO MUST HAVE LESOTHO WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The American Embassy in Maseru is seeking candidates for employment as the Special Projects Assistant tenable in the Public Affairs Office.

BASIC FUNCTION OF POSITION:

Provides administrative and technical support to Special Projects Unit, handling such projects as the Ambassador's Special Self-Help, Democracy and Human Rights Fund, Ambassador's HIV/AIDS Community Grants, PEPFAR Gender Challenge Fund, and PEPFAR Scholarship Program, and any other specially-funded projects.

A copy of the complete position description listing all duties and responsibilities is available from the Embassy's Human Resources Office, extension 4160.

QUALIFICATIONS REQUIRED:

Note: Items 1-5 are ALL REQUIRED. All applicants must address each selection criterion detailed with specific and comprehensive information supporting each item.

A. Education:

Completion of secondary and college degree are required.

B. Prior Work Experience:

One to three years progressively responsible experience in program administration or administrative management. Experience is needed in analysis and interpretation of data and presentation of findings in written and oral form.

C. Post Entry Training:

On the job training.

D. Language Proficiency:

Level IV English, proficiency in Sesotho is required

E. Job Knowledge's:

Must be able to apply applicable USD laws, regulations, policies and procedures to programs, must have good working knowledge of business practices.

F. Skills and Abilities:

Must be able to develop and maintain good working level contacts in government and/or private sector circles. Must have skill in interpersonal relations and communications. Must be able to evaluate and obtain information and interpret applicable local laws and regulations. Should have good cross-cultural skills.

G. Time Expected to Reach Full Performance Level:

6 months.

SELECTION PROCESS

When fully qualified, U.S. citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate addresses the required qualifications above in the application. A USEFM does not have to be residing in Lesotho to be considered, but the sponsoring officer must be officially assigned to post.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of “needs improvement” or “unsatisfactory” on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Current “not ordinarily resident employees” hired under a Personal Services Agreement are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants must submit their application through the following link or it will not be considered:

infomaseru@state.gov

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) **Or**
2. A current resume or curriculum vitae that provides the same information found on the UAE;
3. A combination of both; i.e. Sections 1-24 of the UAS along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resource Office
Attention: Human Resource Assistant
P.O. Box 333
Maseru 100
Lesotho

POINT OF CONTACT

Human Resources Assistant or Management Officer
Telephone: 22-312-666 (ext 4160)
FAX: 22-310-116

CLOSING DATE FOR THIS POSITION: May 18, 2012

The U.S. Mission in Maseru provides opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

*** DEFINITIONS**

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and
- EFM (see above) at least 18 years old; and
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority; and either:
 - 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad, or
 - 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad; and
- Does not receive a Foreign Service or Civil Service annuity.

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and
- Not on the travel orders of the sponsoring employee; and
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and

- Does not ordinarily reside (OR, see below) in the host country; and
- Is not subject to host country employment and tax laws; and
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and
- Has legal, permanent resident status within the host country; and
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).